

# Memorandum

To : Ramon J. Hirsig, Executive Director  
Executive Office

Date : March 4, 2009

From : Liz Houser, Deputy Director  
Administration Department

Subject : **March 2009 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's March 16-17, 2009 Sacramento meeting calendar under "P. Other Administrative Matters".

P. Other Administrative Matters

P3. Deputy Director's Report

c. Administration..... Ms. Liz Houser

**1. Facilities Update**

- On-going projects at 450 N Street
- An update on the site search to re-locate BOE employees

**2. Budget Update – 2008/09 and 2009/10**

- Spring Finance Letter(s)
- Update status of the Governor's Budget
- Update on Governor's Executive Order S-16-08 State Employee Furlough

LH:lk

cc: Honorable Betty T. Yee, Chairwoman  
Honorable Judy Chu, Ph.D., Vice Chair  
Honorable Bill Leonard  
Honorable Michelle Steel  
Honorable John Chiang

I approve: \_\_\_\_\_

  
Ramon J. Hirsig,  
Executive Director

**BOE HQ RELOCATION  
PROPERTY QUESTIONS AND INQUIRIES  
AS OF FEBRUARY 25, 2009**

**SITE HISTORY**

- How many staff does this site accommodate?
- What is the background and history of the site?
- What was identified in the Environmental Study Reports (CEQA)?
- What were the mitigation measures required for the site prior to construction?
- Were hazardous materials discovered below ground, if so, what types; if yes, identify the types and the mitigation measures for the affected soil, water, and the required clearance levels?
- Has the facility had an inspection by a certified industrial hygienist or IH firm?
- What is the name of the CIH FIRM?
- What did the CIH report?
- Are copies of the CIH and EIR report(s) available for BOE Review?

**WATER INTRUSION HISTORY**

**Health and Safety Hazards associated with Water Damage and Mold  
During Construction**

- Does this facility have a history of water intrusion?
- What is the age of the structure?
- What steps were taken during construction to prevent water leaks or damage?
- Where did water leaks during construction occur?
- What was the affect of this water intrusion during construction?
- Was damage associated with the water leaks?
- What was the source of the leaks, if any?
- When was it reported?
- What inspection records are available for review from these reported leaks?
- Please identify the items replaced due to water intrusion, i.e. sheetrock, fireproofing, green board, etc.
- How was the repair work conducted, i.e. was a CIH active in the protocol to mitigate any water leak remediation or repair work?
- Was containment required?
- What protocol was established during mold remediation from construction if remediation was required? Was a CIH present during this work? If so, are there published reports that are available for inspection and evaluation?

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**Health and Safety Hazards associated with Water Damage and Mold  
During Occupancy**

- How old is the roof? When was it last replaced? Are there any leaks?
- Have there been window leaks?
- What evidence of mold has been associated with this site?
- What types of mold were discovered?
- What levels of mold were discovered, if any?
- What testing was done on the discovered mold?
- Was abatement required?
- What clearance criteria was established to remove the mold?
- What was the frequency of inspection for water leaks and was any inspection conducted during any water intrusion on this property?
- How frequent is air testing completed on this property?

**ASBESTOS AND HAZARDOUS MATERIALS**

- Is there any asbestos in this facility?
- Where is it located?
- What type(s) of asbestos are identified according to your building inspection reports?
- What is the condition of the asbestos?
- Is it friable?
- When was the asbestos abatement conducted?
- Is any abatement schedule for this property?
- What firm performed the work?
- What type of asbestos was removed?
- What clearance criteria was used during abatement?
- What other hazardous materials exist in building components? PCBs, Lead, etc?

**LIFE CYCLE COSTING ANALYSIS INFORMATION**

- Are mechanical equipment including preventive maintenance schedule and reports available?
- Elevator Lift Systems including all reports of entrapments, failures, and preventive maintenance requirements for this equipment available for inspection by BOE?
- Is the Elevator Manufacturer information, date equipment was manufactured, date equipment including cars were placed in service, and Maintenance Provider of Elevator Equipment and Hoist Equipment available?
- Elevator Lift Systems parts and components availability, stock on hand at property location or will they require purchase? If purchase required, what

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is the turnaround time on purchase and estimated down time of elevator car?

- What is the history of repairs, if any?
- What is the name and term of contractor under service agreement for elevators?
- What is the maintenance plan?
- What is the accident history?
- What is the down time of each elevator by elevator car number?
- What is the estimated wait time for elevator when building is at maximum occupancy?

**ADDITIONAL INFORMATION FOR PROPERTY**

- Roof: type of roofing system.
- Windows: type of window system or curtain wall system including insulation rating gasket installation and architectural features of all window/curtain wall system and maintenance or replacement requirements as identified by the manufacturer of the gasket materials, glazing system, and/or curtain wall system.
- Decks and how they are sealed.
- Rest rooms: Number per floor, ratio of commodes per floor.
- Break Rooms: number and ratio per floor and population of each floor.
- Landscape: distance of soil from curb to building, irrigation system and preventive maintenance program for system, history of leaks to irrigation system and associated repairs to system.
- Does the building have any tenant claims of illness related to the building?

**INFORMATION TECHNOLOGY REQUIREMENT**

- Does the site allow for a raised floor in a secure area as an Information Technology (IT) office?
- Would the IT office be able to meet the following?
- Approximately 2400 square feet of floor space?
- Monitored UPS power to run 2 hours?
- Automatic transfer or fail over to generator power after UPS runs out?
- Air conditioning that will run on generator power when main power fails?
- Double door access with vertical clearance for 7' racks on pallets available?
- FM200 or other extinguishing gas as primary fire suppression system with a dry pipe or other suitable system as secondary?

**TRANSPORTATION PROGRAM**

- What type(s) of public transit are available?
- What is the distance from downtown Sacramento to property location?

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- Type of transportation provide by property from downtown Sacramento and transportation hubs to property location.
- Distance from Sacramento International Airport to property.
- Available transportation from Sacramento International Airport to property.
- Parking provided: how many spaces will be provided to the BOE and at what cost, what is the location of the parking spaces provided?
- What is the current lighting for the parking at the property?
- Alternate Transportation: Are bicycle lockers provided to BOE employees and, if so, at what cost? What is the location of the bicycle lockers compared to the entrance of the building?
- Other environmentally preferred transportation program provided by the owner, including electric car charging stations?

**SECURITY**

- Payment structure, how is the security affiliated with the lease.
- Does the lessor or tenant pay for this security?
- What is the card key program and access availability?
- What are the wait times when an alarm is activated?
- Coordination with local law enforcement / CHP.

**BUILDING MAINTENANCE**

- Are there dedicated trades, engineering and custodial staff for this property?
- What is the name of the property management firm and all of its subcontractors?
- Can you provide the preventive maintenance program schedule for all mechanical equipment?
- Do you have a deferred maintenance program and if so, can you provide a schedule for the repair of this deferred maintenance program?

**ENERGY EFFICIENCY (LEED CERTIFICATIONS)**

- What LEED NC ratings does your property provide?
- Are there plans to increase the LEED certified ratings? If so, what are those plans and what is the schedule for those plans?

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**MECHANICAL, HVAC, AND ELECTRICAL SYSTEMS**

- Age of building components.
- Service records if available.
- Upgrades and replacements completed or scheduled.
- Information Technologies and telecommunications features and/or upgrades planned (under floor walker/Robertson ducting or above ceiling runs).
- Fire/Life Safety System Features and company.
- Emergency Generator, including capacity and hours of operation when required.
- What portion can be directed to BOE server rooms?

**PROPERTY AMENITIES**

- Cafeteria available for staff and is there an on-site provider?
- Other food and beverage or snack services available.
- Day Care for staff and is there an on-site provider?
- ATM within building or located on property site?
- Work Out areas i.e. locker rooms, work out rooms with work out equipment, etc?

**FEATURES REQUESTED**

- First Right of Refusal.
- Long term firm term lease to reduce rental cost per square foot (4 year versus 8-10 year firm term).